



KATHLEEN CONNELL
Controller of the State of California

Notice to Holders of Unclaimed Property

July 2002

You May Now Report Unclaimed Property on CD

The State Controller's Office is pleased to announce the implementation of an additional option for reporting unclaimed property. Effective July 1, 2002, reports developed using the State's magnetic media specifications will be accepted on CD, in addition to cartridge tape and diskette.

The benefits of using this option are:

1. There will be fewer reports returned to holders for correction;
2. It will take less time for the data to be processed; and
3. It will take less time for the data to be uploaded to the unclaimed property database.

To download instructions for reporting unclaimed property on CD, click on the following link:

<http://www.sco.ca.gov/col/ucp/holder/diskrep/magmedia.pdf>

To download required reporting forms, click on the following link:

<http://www.sco.ca.gov/col/ucp/forms>

Questions regarding the CD reporting option may be directed to:

(916) 323-2845

or

ucpreporting@sco.ca.gov